



San Bernardino County Recorder/Clerk

Larry Walker, Auditor/Controller-Recorder

222 W. Hospitality Lane, 1st Floor, San Bernardino CA 92415-0022

Hours: 8:00 a.m. to 4:30 p.m., Monday-Friday (909) 386-8947

HOW TO CHANGE A JOINT TENANCY

LEGAL ADVICE LIMITATION:

The Recorder's Office is prohibited from giving any legal advice. It may be desirable to consult an attorney because of the legal aspects involved in how ownership should be held.

HOW TO CHANGE A JOINT TENANCY:

If title was held in "**Joint Tenancy**", to clear record title of deceased person's interest an ***Affidavit, Death of Joint Tenant***, should be recorded.

There are various types of Affidavits of Death forms depending on each person's legal status. The affidavit forms can be obtained from attorneys or real estate professionals. The information to complete the Affidavit is on the deed that created the joint tenancy. A certified copy of the death certificate must be attached to the Affidavit and recorded in the county where the property is located.

Samples of some of the more commonly used recording forms are provided on this web site as a courtesy for your convenience. We make no representation as to their suitability for your purposes.

ALL FORMS MUST BE PRINTED IN BLACK INK ON 8 1/2" X 11" WHITE PAPER

The first page of a recorded document requires the name and return address to be in the upper left corner 2 1/2 inches x 3 1/2 inches, the upper right corner 2 1/2 inches by 5 inches must remain blank. If your document does not meet these requirements then a cover sheet can be used.

RECORDING FEES: (all fees are prescribed by law)

Affidavit with Death Certificate:

| | |
|----------------------|--------|
| First page | \$8.00 |
| Each additional page | \$3.00 |

NOTE: A **Preliminary Change of Ownership** form is required or an additional fee of \$20.00 will be added